



NEIGHBORHOOD MATCHING GRANTS PROGRAM FALL 2007

Thank you for taking the time and making the effort to enhance our community. The Neighborhood Matching Grants program gives your neighborhood organization the opportunity to implement public projects that will be awarded a maximum of \$10,000 in City funds to be matched equally by a private source of funds, donated funds, labor and/or in-kind contributions.

Additional Opportunities include:

Youth and Neighborhood Partnership Program:

Neighborhoods can ask for \$5000 additional funding (total up to \$15,000) if 66% (2 to 1) or more of the volunteers are youth. Neighborhoods are encouraged to have youth play additional roles in the process as well. (plan the project, write the proposal, etc.)

Youth Projects for Neighborhoods without Associations:

\$50,000 reserved for youth organizations, which must be a 501(c)3 or partner with one, for neighborhood projects where an established neighborhood association currently does not exist.

The deadline for submitting letters of intent is September 14, 2007.

INSTRUCTIONS

- Your projects need to have neighborhood/organization support, so choose projects through group discussion with either all neighborhood meeting attendees or your core group.
- Your projects must serve a public purpose and meet the 50/50 match requirements.
- If your association is not a 501(c)3, you must partner with one to serve as the fiscal agent for the project.
- Choose a contact person for your project. This person will be your neighborhood organization's representative and will be the project contact for the City. Please provide an alternate contact person should an extenuating circumstance occur.
- Please use the form provided to submit a letter of intent for each project to be considered. (Full grant proposals will be accepted by invitation only.) Letters of intent on multiple projects from one association are acceptable. Please prioritize when submitting multiple projects.
- Submit your completed letter of intent to:

Jim Holgersson, City Manager
City of Arlington
Attn: Neighborhood Matching Grants Program
PO Box 90231
Arlington, TX 76004
Or email: neighborhoodgrants@ci.arlington.tx.us
Or fax: 817-459-6116; Attention: Neighborhood Matching Grants

- If your project involves city departments such as Parks or Public Works, now is the time to get their input and coordinate with them. If possible, document their input and make sure to include it with your letter of intent.
- Invitations to submit full applications and/or regret letters for projects not meeting the programs objectives should be mailed by April 1, 2007. (See other dates to remember on page 4.)

- If your project is preliminarily determined to be qualified under the criteria of our program, we will assign you a staff liaison and mail you a full grant application packet with instructions and an invitation to apply.
- If you are invited to apply, ***the deadline for submitting grant applications is October 19, 2007.***
- Once you receive your grant application packet, complete the Neighborhood Matching Grants Program Application and answer each question to the best of your knowledge/ability.
- Processing and approvals of full grant proposals should be completed within 4 weeks of submittal.
- You will receive an award or denial letter to confirm the status of your proposal.
- Awardees will also be recognized during Neighborhoods Month activities in June.
- Upon return of your signed contract with the city and other required documentation, the grant funds will be disbursed to the fiscal agent. Funds may only be used to support the activities described in your award letter and budget.
- Any significant changes in your program or budget must be submitted and approved by the Selection Committee.
- Original receipts and all other documentation supporting the match requirement and expenditure of grant funds must be kept and submitted upon completion of the project.
- The City of Arlington has the right to examine any pertinent books, documents, papers and records involving transactions relating to grant contracts, and all expenditures are subject to audit by the City of Arlington.
- All documentation related to the grant process and implementation is subject to Open Records requests.
- Projects are preferred to be started within 60 days of the signing the award letter completed within 180 days, or within a reasonable time frame as specifically determined by the individual project.

IF YOU HAVE ANY QUESTIONS: call the City Manager's Office- Neighborhood Matching Grants Program at 817-459-6100 or email neighborhoodgrants@ci.arlington.tx.us

PROGRAM DETAILS

ELIGIBILITY

To participate in the program, the grant requestor must be one of the following:

- 1) a non-profit organization
- 2) neighborhood association or home owners association registered with the City
- 3) citizen on patrol group or crime watch group registered with the Arlington Police Department
- 4) a youth organization

and have IRS 501(c)3 non-profit status, **or** partner with an organization that does and will serve as the fiscal agent for the project. Neighborhood Groups that do not have 501(c)3 status, must demonstrate their existence by registering with the City of Arlington, providing bylaws, a list of the Board of Directors/Officers, a recent bank statement, and minutes from their last meeting. Neighborhood organizations must have a bank account if they are to serve as the projects fiscal agent. Neighborhood organizations are defined as nonpartisan groups of neighborhood stakeholders (residents, businesses, property owners, etc.) that are organized for the purpose of improving a specific neighborhood.

MATCH GUIDELINES

Matching Grant funds contributed by the City of Arlington are to be complimented by an equal or greater match from the neighborhood. A match can consists of cash, donated or discounted

professional services or goods and volunteer labor valued at \$10.00/hour and must directly contribute to the scope of the project. A minimum 25% of the match must be in “neighbor-labor” volunteer hours. (Exceptions will be considered for projects requiring professional work exclusively, but the 50% match will still have to be made by the applicant.)

You will be required to obtain in-kind commitments prior to submitting a full grant application. You will also be required to demonstrate how the match will be met on the full grant application form and document that you fulfilled the match obligation once the project is complete. These are some of the types of records that will serve as documentation.

For the full grant application:

- Neighbor labor commitment form
- Donation commitment forms for donated/ discounted goods or professional services
- Bank Statements from the organization showing funds available
- Letter of commitment for cash donations

After project completion:

- Neighbor labor volunteer hours worked (timesheets)
- Letters on business letter head listing the donations made/ discounts given and value
- Letters on business letter head listing hours of professional services donated and value
- Receipts for purchases

PROJECT IDEAS

To be eligible, projects must:

- serve a public purpose
- provide a benefit to a neighborhood
- be accomplishable within a reasonable timeframe

Possible project ideas include:

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| • Safety equipment /lighting | • Neighborhood amenities |
| • Beautification | • Neighborhood clean up |
| • Neighborhood sign toppers | • Association Forming Efforts |
| • Tree planting | • Neighborhood park improvements |
| • Crime reduction | • Public art |
| • Sidewalk repairs | • Historical Markers |
| • Action Plans | • Traffic Calming |

Landscaping and beautification projects must be in compliance with the City of Arlington’s Smartscape Policy. All projects must be in compliance with current infrastructure plans, have prior approval by the City if they are not to be maintained long term by the grantee, and must have a broad public benefit not just provide benefit to a particular property owner or restricted group.

We look forward to hearing from you and about your neighborhood projects!



NEIGHBORHOOD MATCHING GRANT PROGRAM FALL 2007

Dates to Remember

Letter of Intent Due (Must be submitted to the City Manager's Office by 5 p.m.)	September 14, 2007
Invitations to Submit and Complete Application Packets Mailed	September 21, 2007
Deadline to Submit Applications (Must be submitted to the City Manager's Office by 5 p.m.)	October 19, 2007
City Council Approval	November 6, 2007
Recognition of Winner During Neighborhoods Summit	November 10, 2007
Required Grant Training	December 2007
Contract Execution	January 2008
Grant Awarded	January 2008
Projects Begin (subject to change on specific projects)	Approximately February 2008 (60 days from contract execution date)
Project Work Completed	Approximately 180 days from contract execution
Project Close Out*	Within 30 days of completion

* Failure to complete project close out will result in ineligibility for future grants.